

Script for Survey Administrators

2013 Virginia Youth Survey

- STEP 1 – Verify that non-participating students (if any) have an alternate activity.
- STEP 2 – After students are seated, distribute pencils and blank sheets of paper. Do not distribute questionnaires and answer sheets.
- STEP 3 – Introduce yourself and the survey to the class.

“Good (morning/afternoon). The Virginia Department of Health and the Virginia Foundation for Healthy Youth with support from the Virginia Department of Education are conducting this student survey. I’d like to thank each of you for participating in the survey.

Participating in this survey is voluntary and your grade in this class will not be affected, whether or not you answer the questions. However, only a limited number of students like you are participating in this survey in schools all over the Virginia. The answers you give are very important so the results are accurate.

I would like to emphasize that this is not a test of you or this school. To develop better health education programs, educators and health officials must find out which behaviors students like you are engaging in.”

- STEP 4 – Distribute questionnaires and answer sheets. Emphasize privacy/anonymity.

“Throughout the entire survey process, I will maintain strict procedures to protect your privacy and allow for your anonymous participation. Please **do not** write your name on the questionnaire booklet or answer sheet. Your answers are private and we do not want to know your name. Results of this survey will never be reported by name, class, or school. When you finish, cover your answer sheet with the blank sheet of paper provided.”

- STEP 5 – Pause here to answer any questions.

“Do you have any questions before we begin?”

- STEP 6 – Instruct the class about filling out the questionnaire.

“Now I would like you to look at the questionnaire. Please take a moment to read the instructions on the front cover of the questionnaire.”

(Pause)

“Use the # 2 pencil you have been given to fill out the answer sheet. Do not use a pen or any other pencil. Notice that for each question on the questionnaire, there is a corresponding set of ovals. For each question, choose just one answer that best fits what you know or do, then fill in the corresponding oval on the answer sheet. If you must change an answer, erase your old answer completely. Except for question 5, only one oval should be filled in for each question.”

Script for Survey Administrators (Continued)

“Please be sure to read every question carefully. When you are finished, look over your answer sheet to make sure that you have not skipped any questions you wanted to answer. You have the entire class period to complete the survey, which means that the survey will end at approximately _____ (a.m./p.m.). If you finish before that time, use the blank sheet of paper to keep your completed answer sheet covered. Then, please stay seated and remain quiet until I ask you to turn it in. Do not talk with other students. When everyone is done, I’ll ask you to place your completed questionnaire booklet or answer sheet in this large envelope.

It is important that you answer the questions based on what you really know and do. Do not pick a response just because you think that’s what someone wants you to say. **Your teacher and I are not allowed to answer any questions once we start. Simply do the best that you can.** Please begin. “

STEP 7 – At the end of class period, have students place the completed answer sheets in the classroom envelope.

STEP 8 – Thank participants.

“I would like to thank all of you for participating in the survey. The information you have provided will be used to develop better health education programs for students like yourselves in this Virginia.”